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Contents

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
	GENERAL NOTICES • ALGEMENE KENNISGEWINGS		
	Basic Education, Department of / Basiese Onderwys, Departement van		
3416	South African Schools Act, 1996 (Act No. 84 of 1996): Regulations on minimum Uniform Norms and Standards for capacity of Ordinary Public Schools, 2025	53120	3

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF BASIC EDUCATION**NOTICE 3416 OF 2025****SOUTH AFRICAN SCHOOLS ACT, 1996****REGULATIONS ON MINIMUM UNIFORM NORMS AND STANDARDS FOR CAPACITY OF
ORDINARY PUBLIC SCHOOLS, 2025**

The Minister of Basic Education intends, in terms of section 61(1)(b) of the South African Schools Act, 1996 (Act No. 84 of 1996), read with section 5A(1)(b) of the Act, and after consultation with the Minister of Finance and the Council of Education Ministers, to make the regulations set out in the Schedule hereto.

Any person who wishes to submit written comments on the draft Regulations is hereby invited to do so within 30 days from the date of publication hereof by—

- (a) posting such comments to the following address:

The Department of Basic Education
Private Bag X895
PRETORIA
0001;

- (b) delivering such comments by hand at the following address:

The Department of Basic Education
222 Struben Street
Pretoria
0001;

(c) e-mailing such comments to the following address: CapacityRegz@dbe.gov.za

Comments must be addressed to the Director: Legal Services, and marked for the attention of Adv Zukile Ntshwanti. Comments received after the closing date will not be considered.



SIVIWE GWARUBE, MP

MINISTER OF BASIC EDUCATION

SCHEDULE

Definitions

1. In these Regulations, a word or expression to which meaning has been assigned in the Act bears the meaning so assigned and, unless the context indicates otherwise—

“classroom capacity” means the maximum number of learners that can be accommodated in a classroom in an ordinary public school, considering the learner-teacher ratio and learner-and-educator teaching space;

“dual medium” means two languages by the same teacher offered as the languages of learning and teaching;

“ordinary public school” means a public school, excluding a public school for learners with special education needs and a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts;

“parallel medium” means two languages in two classrooms by two teachers offered as the languages of learning and teaching;

“register class” means a designated classroom where learners are officially registered and from which they access all other classrooms for their various subjects;

“specialist classroom” means a room for a specific subject or purpose with instruments or other resources for experiments and learning such as workshops, computer rooms, science laboratories, libraries, music rooms, art centre, gymnasiums, store rooms and school halls; and

“the Act” means the South African Schools Act, 1996 (Act No. 84 of 1996).

Objectives of Regulations

2. The objectives of these Regulations are to—

- (a) maximise the use of learning spaces in ordinary public schools; and
- (b) ensure that all classrooms in schools are used effectively and thus safeguarding against overcrowding,

by providing for the minimum uniform norms and standards for the capacity of an ordinary public school in respect of the number of learners a school can admit.

Application and scope

3.(1) These Regulations apply to ordinary public schools.

(2) These Regulations set out the minimum uniform norms and standards for the capacity of an ordinary public school in respect of the number of learners an ordinary public school can admit.

Minimum factors

4. In determining the capacity of an ordinary public school, the following minimum factors must be considered:

- (a) the curriculum and subject offerings, including the extracurricular choices offered to learners at the school;
- (b) the improvement or maintenance of quality academic performance of a school;
- (c) the extent to which the curriculum offering is streamlined and manageable, considering factors such as the introduction of dual medium or parallel medium teaching and curriculum streaming;

-
- (d) the impact of additional learners who may be admitted to a school to protect all learners' constitutionally protected right to quality basic education;
 - (e) the condition of the classrooms, laboratories and other rooms or spaces used for teaching in the ordinary public school;
 - (f) the allocation of classrooms to grades and specific subjects;
 - (g) the National Health and Safety Standards as prescribed in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
 - (h) adequate ablution facilities;
 - (i) the utilisation of available classrooms in an ordinary public school;
 - (j) the staff establishment of the ordinary public school;
 - (k) space available for the administrative needs and education support areas;
 - (l) the number of appropriate classrooms available;
 - (m) classroom sizes;
 - (n) space required for sporting, cultural and recreational activities;
 - (o) an analysis of each school's existing space to accommodate more learners where there is a need;
 - (p) the learners' best interest in receiving quality education at the ordinary public school; and
 - (q) the avoidance of overcrowding.
-

Determining capacity of ordinary public school

5.(1) The capacity of an ordinary public school is the sum total of the capacity of all the classrooms, excluding specialist classrooms, in that ordinary public school.

(2) The capacity of an ordinary public school classroom must be determined using the minimum norms and standards determined—

- (a) in regulation 9(1) or (2), as the case may be, for a classroom size;
- (b) in regulation 9(2)(b) or (5)(b), as the case may be, for the average educator teaching space;
and
- (c) in regulation 9(2)(a) or (5)(a), as the case may be, for the average learner space.

(3) As a minimum uniform norm and standard, the capacity of an ordinary public school classroom must be determined through the application of the following formula:

$$\text{Grade R Classroom Capacity} = \frac{\text{Classroom Size} - \text{Educator Teaching Space}}{\text{Average Learner Space}}$$
$$\text{Classroom Capacity for Other} = \frac{\text{Classroom Size} - \text{Educator Teaching Space}}{\text{Average Learner Space}}$$

(4) In determining the capacity of an ordinary public school, an assessment form substantially similar to the form contained in Annexure A may be used.

(5) A complete capacity redetermination of an ordinary public school may be required in the event of—

- (a) space being removed or more space being added;

-
- (b) several small spaces being converted into a larger space;
 - (c) changes that affect the type or function of space, such as, the conversion of underutilised space into specialist classrooms such as science laboratories; or
 - (d) exceptional and unforeseen circumstances such as emergencies, special events or changes in local demographic that affect the ordinary public school's ability to accommodate learners in the traditional manner.

(6) Specialist classrooms may not be used in the determination of the capacity of an ordinary public school.

Number of teachers and class size

6. The minimum norm and standard ratio for the number of teachers and class size, is—

- (a) in the case of Grade R, one teacher to a maximum of 30 learners; and
- (b) in the case of Grades 1 to 12, one teacher to a maximum of 40 learners.

Quality of performance

7. An ordinary public school must ensure that it remains within the determined norms and standards of teacher numbers and class sizes ratio and avoid overcrowding to protect the quality of performance of the school.

Curriculum and extracurricular choices

8.(1) Learners must be admitted into register classrooms in ordinary public schools in accordance with their respective grades and the relevant capacity of the classrooms.

(2) Learners may move from their register classroom to different areas of specialisation according to the timetable and different extracurricular choices while belonging to a general register classroom contemplated in sub regulation (1).

(3) When learner enrolment exceeds or falls below estimated numbers, adjustments may be made to the distribution of learners across classrooms to optimise learning environments without exceeding physical or resource limitations.

Classroom size

9.(1) The size of a classroom is calculated as follows:

$$\text{Classroom Size} = \text{length} \times \text{width}$$

(2) A Grade R classroom has a classroom size of at least 60 square meters, of which—

(a) the minimum average area space per learner is 1.6 square meters; and

(b) the minimum average area space per the educator teaching space is 7 square meters.

(3) The average area space referred to in sub regulations (2) and (5) includes the required and appropriate furniture.

(4) Using the formula referred to in regulation 5(3), the minimum capacity of a Grade R classroom would be calculated as follows:

$$\text{Grade R Classroom Capacity} = \frac{60m^2 - 7m^2}{1,6m^2} = \frac{53m^2}{1,6m^2} = 33\text{learners}$$

(5) A Grade 1 to 12 classroom has a classroom size of at least 48 square meters, of which—

(a) the minimum average area space per learner is 1 square meter; and

(b) the minimum average area space per educator teaching space is 7 square meters.

(6) Using the formula referred to in regulation 5(3), the minimum capacity of a Grade 1 to 12 classroom would be as follows:

$$\text{Ordinary Classroom Capacity} = \frac{48m^2 - 7m^2}{1m^2} = \frac{41m^2}{1m^2} = 41 \text{ learners}$$

Utilisation of available classroom

10. All classrooms must be used efficiently throughout the school day with minimal downtime or underutilised periods, in order to ensure that the school can accommodate its learner population without overcrowding or wasting resources.

Short title

11. These Regulations are called the Regulations relating to the Minimum Norms and Standards to Determine the Capacity of an Ordinary Public School, 2025.

ANNEXURE A
SCHOOL CAPACITY ASSESSMENT FORM [EXAMPLE]

SECTION A: GENERAL SCHOOL INFORMATION			
School name:	EXAMPLE SCHOOL	EMIS number:	
District municipality:		Local municipality:	
Street address			
School principal		Principal cell:	
School landline:		Email address:	
Grades offered		Current learner enrolment	

SECTION B: CALCULATING CLASSROOM CAPACITY [GRADE R CLASSROOMS AND ORDINARY CLASSROOMS]													
No.	Physical Attribute [Grade R and Ordinary Classrooms]	Utilisation	Length	Width	Classroom Size (m ²)	Educator Teaching Space	Learning Space	Average Learner Space	Calculated learners per classroom	Class Size as per 7(1)	Classroom Capacity	Learner Enrolment (Current)	Estimate learner enrolment for next year
1	GRADE R CLASSROOM	GRADE R (A)	10,5	7,0	74	7	67	1,6	42	30	30	36	30
2	GRADE R CLASSROOM	GRADE R (B)	10,5	7,0	74	7	67	1,6	42	30	30	39	30
3	GRADE R CLASSROOM	GRADE R (C)	10,5	7,0	74	7	67	1,6	42	30	30	48	30
4	CLASSROOM	GRADE 1 (A)	7,98	7,68	61	7	54	1	54	40	40	46	41
5	CLASSROOM	GRADE 1 (B)	7,98	7,68	61	7	54	1	54	40	40	48	41
6	CLASSROOM	GRADE 2 (A)	7,98	7,68	61	7	54	1	54	40	40	35	41
7	CLASSROOM	GRADE 2 (B)	7,98	7,68	61	7	54	1	54	40	40	37	46
8	CLASSROOM	GRADE 2 (C)	7,98	7,68	61	7	54	1	54	40	40	38	48

No.	Physical Attribute [Grade R and Ordinary Classrooms]	Utilisation	Length	Width	Classroom Size (m ²)	Educator Teaching Space	Learning Space	Average Learner Space	Calculated learners per classroom	Class Size as per 7(1)	Classroom Capacity	Learner Enrolment (Current)	Estimate learner enrolment for next year
9	CLASSROOM	GRADE 3 (A)	7,98	7,68	61	7	54	1	54	40	40	43	35
10	CLASSROOM	GRADE 3 (B)	7,98	7,68	61	7	54	1	54	40	40	45	37
11	CLASSROOM	GRADE 4 (A)	7,98	7,68	61	7	54	1	54	40	40	49	38
12	CLASSROOM	GRADE 4 (B)	7,98	7,68	61	7	54	1	54	40	40	47	43
13	CLASSROOM	GRADE 5 (A)	7,98	7,68	61	7	54	1	54	40	40	38	45
14	CLASSROOM	GRADE 5 (B)	7,98	7,68	61	7	54	1	54	40	40	32	49
15	CLASSROOM	GRADE 5 (C)	7,98	7,68	61	7	54	1	54	40	40	33	47
16	CLASSROOM	GRADE 6 (A)	7,98	7,68	61	7	54	1	54	40	40	33	38
17	CLASSROOM	GRADE 6 (B)	7,98	7,68	61	7	54	1	54	40	40	31	32
18	CLASSROOM	GRADE 6 (C)	7,98	7,68	61	7	54	1	54	40	40	32	33
19	CLASSROOM	GRADE 7 (A)	7,98	7,68	61	7	54	1	54	40	40	37	33
20	CLASSROOM	GRADE 7 (B)	7,98	7,68	61	7	54	1	54	40	40	36	31
21	CLASSROOM	GRADE 7 (C)	7,98	7,68	61	7	54	1	54	40	40	33	32
22	CLASSROOM	UTILISED FOR SUBJECT	7,98	7,68	61	7	54	1	54	40	40		
23	CLASSROOM	UTILISED FOR SUBJECT	7,98	7,68	61	7	54	1	54	40	40		
24	CLASSROOM	UTILISED FOR SUBJECT	7,98	7,68	61	7	54	1	54	40	40		
25	CLASSROOM	UTILISED FOR SUBJECT	7,98	7,68	61	7	54	1	54	40	40		

SECTION C: SPECIALIST CLASSROOMS

Specialist Classrooms should be captured but are not utilised to calculate the school's capacity.

No.	Physical Attribute [Specialist Classrooms]	Utilisation	Length	Width	Classroom Size (m ²)
1	SCIENCE LABORATORY	Science	13,6	7,68	104
2	COMPUTER ROOM	Computer	12,3	7,68	94
3	COMPUTER ROOM	Computer	12,3	7,68	94
4	LIBRARY	Library	8,9	7,68	68

SECTION D: SANITATION AND EXTRACURRICULAR ACTIVITIES

Sanitation and extracurricular activities should be captured but will not be utilised to calculate the school's capacity.

PHYSICAL ATTRIBUTES [SANITATION]

Number of Toilet Seats (As per Annexure D of the Regulations for Minimum Uniform Norms and Standards for Public School Infrastructure)	Number Available	Number required for the school capacity [Annexure D of N&S]	The number required for the current number of learners	The gap in terms of toilet seats for school capacity
Girls Toilets	16	14	14	0
Boys Toilets	10	7	7	0
Boys Urinals	10	3	3	0
Unisex Grade R Toilets	12	9	9	0
Unisex Disabled Toilets	2	3	3	1
Female Staff Toilets	3	5	5	2
Male Staff Toilets	2	2	2	0
Male Staff Urinals	2	3	3	1

EXTRACURRICULAR ACTIVITIES

Type	Soccer	Cricket	Rugby	Tennis	Hockey	Other
Offered:						
No. of Field:						

Page 13

SIGN OFF BY SCHOOL

We, the undersigned, hereby confirm that the **School Capacity Assessment Form** has been duly completed and verified in accordance with the applicable school capacity regulations. This declaration affirms that:

(a) The school governing body (SGB) has reviewed and discussed the school's capacity assessment during a formal meeting, as reflected in the attached minutes and attendance register (listed in the supporting documents section above).

1. The information provided in this form accurately represents the school's current capacity, considering all factors stated within the school capacity regulations.

NAME OF SCHOOL PRINCIPAL

SIGNATURE

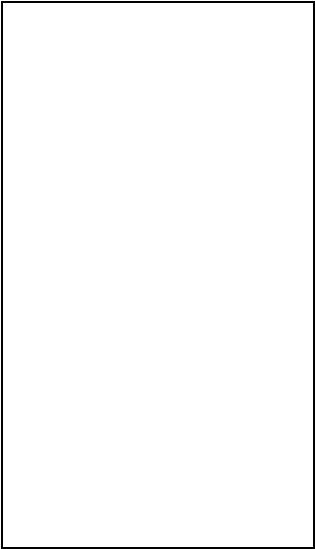
DATE

NAME OF THE CHAIRPERSON OF THE
SCHOOL GOVERNING BODY

SIGNATURE

DATE

OFFICIAL SCHOOL STAMP



FOR OFFICE USE ONLY SIGN OFF BY PROVINCIAL DEPARTMENT OF EDUCATION					
Approval	Approved	Total Approved Capacity		Remarks if any	
	Not Approved	Reason for Not Approved		Remarks if further investigation is required or school capacity is not approved	

NAME OF OFFICIAL _____

DESIGNATION _____

SIGNATURE _____

DATE _____

OFFICIAL DEPARTMENTAL STAMP

ADDITIONAL COMMENTS

2. SCHOOL CAPACITY ASSESSMENT FORM

SECTION A: GENERAL SCHOOL INFORMATION

School name:

District municipality:

Street address

School principal

School landline:

Grades offered

EMIS number:

Local municipality:

Principal cell:

Email address:

Current learner enrolment

SECTION B: CALCULATING CLASSROOM CAPACITY [GRADE R CLASSROOMS AND ORDINARY CLASSROOMS]

No.	Physical Attribute [Grade R and Ordinary Classrooms]	Utilisation	Length	Width	Classroom Size (m ²)	Educator Teaching Space	Learning Space	Average Learner Space	Calculated learners per classroom	Class Size as per 7(1)	Classroom Capacity	Learner Enrolment (Current)	Estimate learner enrolment for next year

Page 17

SECTION C: SPECIALIST CLASSROOMS					
Specialist Classrooms should be captured but are not utilised to calculate the school's capacity.					

No.	Physical Attribute [Specialist Classrooms]	Utilisation	Length	Width	Classroom Size (m ²)

SECTION D: SANITATION AND EXTRACURRICULAR ACTIVITIES	
Sanitation and extracurricular activities should be captured but will not be utilised to calculate the school's capacity.	

PHYSICAL ATTRIBUTES [SANITATION]

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Boys Toilets				
Boys Urinals				
Unisex Grade R Toilets				
Unisex Disabled Toilets				
Female Staff Toilets				
Male Staff Toilets				
Male Staff Urinals				

EXTRACURRICULAR ACTIVITIES

Type	Soccer	Cricket	Rugby	Tennis	Hockey	Other
Offered:						
No. of Field:						

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SIGN OFF BY SCHOOL

We, the undersigned, hereby confirm that the **School Capacity Assessment Form** has been duly completed and verified in accordance with the applicable school capacity regulations. This declaration affirms that:

(b) The school governing body (SGB) has reviewed and discussed the school's capacity assessment during a formal meeting, as reflected in the attached minutes and attendance register (listed in the supporting documents section above).

3. The information provided in this form accurately represents the school's current capacity, considering all factors stated within the school capacity regulations.

NAME OF SCHOOL PRINCIPAL

SIGNATURE

DATE

NAME OF THE CHAIRPERSON OF THE
SCHOOL GOVERNING BODY

SIGNATURE

DATE

OFFICIAL SCHOOL STAMP

FOR OFFICE USE ONLY SIGN OFF BY PROVINCIAL DEPARTMENT OF EDUCATION					
<div> <div>Signature</div> <div> <div>NAME</div> <div>OFFICIAL</div> <div>OFFICIAL DEPARTMENTAL STAMP</div> </div> </div>	Approved	Total Approved Capacity		Remarks if any	
	Not Approved	Reason for Not Approved		Remarks if further investigation is required or school capacity is not approved	
<div> <div>Signature</div> <div> <div>NAME</div> <div>OFFICIAL</div> <div>OFFICIAL DEPARTMENTAL STAMP</div> </div> </div>					
ADDITIONAL COMMENTS					

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